

Adding/Removing General Admission Seat Inventory

1. [Log in](#) to Administration.

2. Select the **Corporate Organization** icon.



3. Open the **Sales Folder**.



4. Click on the **Template** icon.



5. Select the **Template** with the seat inventory you want to adjust.

Template

Name	Venue	Enabled
Elm Hill Cinema	Elm Hill Cinema	True

5. Click on the **Tier** and expand it down.

Template

Name	Venue	Enabled
Elm Hill Cinema	Elm Hill Cinema	True

Tier / Inventory

Name	Sales Line Type	Priority	G/A	Enabled	Default	ADA	Other	Order	Disabled	Total
General Admission	General Admission	1	True	True	100	0	0	0	0	100
Open				True	100	0	0	0	0	100

6. Right-click on the **Inventory Group** and select **Adjust Inventory**.

Tier / Inventory

Name	Sales Line Type	Priority	G/A	Enabled	Default	ADA	Other	Order	Disabled	Total
General Admission	General Admission	1	True	True	100	0	0	0	0	100
Open				True	100	0	0	0	0	100

- New Tier
- New Inventory
- Adjust Inventory
- Delete

7. Change the quantity in the **Adjust Available Qty** box.

The screenshot shows the 'Inventory: Properties' dialog box for the event 'Elm Hill Cinema - General Admission'. The 'Inventory Group' is set to 'Open'. The 'Available Qty' is 100. The 'Adjust Available Qty' field is highlighted with a red box and contains the value 0. The 'Enabled' checkbox is checked. The dialog box has buttons for 'Delete', 'OK', 'Cancel', and 'Apply'.

Note: The total available quantity will be reflected in the Available Qty box.

Adjust Available Qty

To subtract quantity:

Adjust Available Qty

To add quantity:

8. Click **Apply** then **OK** and the inventory will be updated.